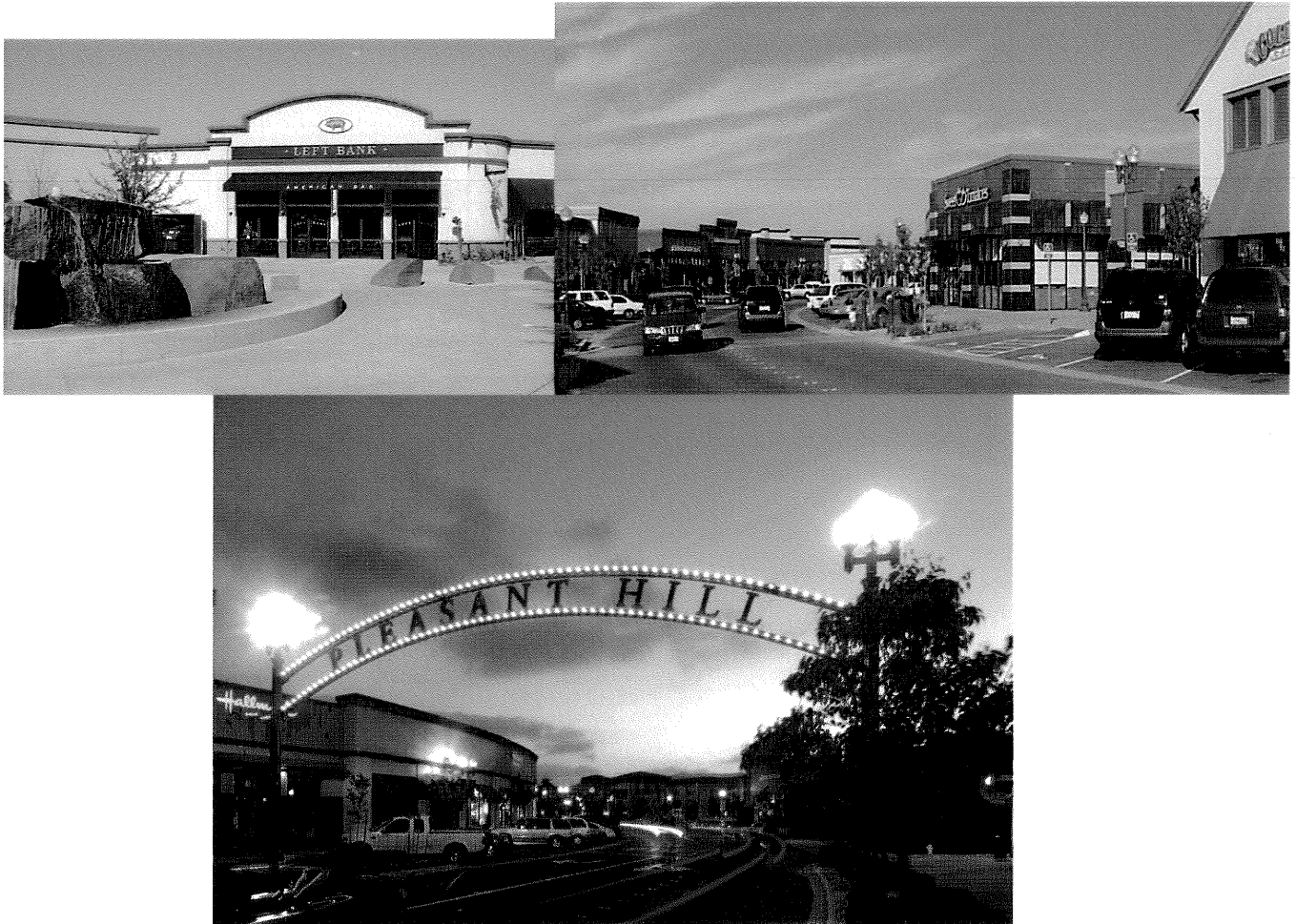




## City of Pleasant Hill



### **Assistant Planner**

Salary \$4,597 - \$5,963/Month

**Application Final Filing Date: Friday, August 4, 2006**  
**Oral Interviews Scheduled for Thursday, August 10, 2006**

**THE POSITION:** This career advancement opening in the Planning Division offers a professional with two years experience in planning, preferably with a local agency, an opportunity for growth and development with a dynamic public agency. Depending on the City's needs, upon demonstration of the requisite training and education, coupled with superior performance, the successful candidate could be promoted to the Associate Planner position.

The Assistant Planner position, reports directly to the Senior Planner, and is primarily responsible for processing minor land use and planning applications, including conditional use permits, variances, residential and commercial design review requests, and sign permits. The position will participate in fulfilling the City's "Great Customer Service" program, by responding to and providing assistance to the public, primarily at the front counter and on the telephone.

**THE PLANNING DIVISION:** The City of Pleasant Hill Planning Division is responsible for advising and providing recommendations to the City Council, Planning Commission and Architectural Review Commission on issues relating to land use, development plans, design review, zoning, subdivisions, environmental concerns, and long-range planning activities. The Assistant Planner's role is to contribute and support the Division through research, customer service, environmental and design review, and report preparation.

**THE DUTIES:** Among the key duties performed by the Assistant Planner are:

- Working collaboratively with City project development team and colleagues.
- Responding to the needs of the development community and general public through front counter, phone, and public meeting contact.
- Reviewing commercial and residential improvement projects for Zoning Ordinance compliance.
- Processing land use entitlement applications through appropriate level of approval.
- Conducting environmental review and preparing associated documents for planning projects including exemptions, initial studies and negative declarations.
- Preparing planning project related staff reports for review by senior staff.
- Making presentations at Zoning Administrator, Planning Commission, and Architectural Review Commission meetings.
- Researching and helping prepare special studies and reports.
- Assisting code enforcement staff with provisions of the Zoning Ordinance.

**THE QUALIFICATIONS:** The successful candidate will have proficiency in the following areas:

- Knowledge of current principles, procedures, and practices of comprehensive urban planning and zoning.
- Knowledge of state, regional, and local laws as they relate to the regulation of land use.

- Ability to conduct research, data collection, and apply statistical analysis methods to address planning related matters.
- Understanding of federal and state laws pertaining to urban planning and environmental review, including; Planning and Zoning Law, California Environmental Quality Act (CEQA) and CEQA Guidelines, and the Subdivision Map Act.
- Familiarity with various computer software programs such as Microsoft Office, GIS/mapping, and automated permitting systems.

In addition, the successful candidate will be a person who: cultivates positive relationships with co-workers and members of the public; provides outstanding customer service; communicates effectively both verbally and in writing; coordinates and executes multiple tasks; works collaboratively on a broad range of divisional interests; and performs the current planning review for development projects, including minor subdivisions, use permits, variances, sign permits, and development plans (residential and commercial design review).

**EXPERIENCE AND EDUCATION:** The successful candidate will have education/experience equivalent to a Bachelor's degree from an accredited four-year college or university with major course work in urban or regional planning or a closely related field, supplemented by at least two years of professional work experience in the field of urban and environmental planning, preferably in a municipal setting. A Master's degree in Planning or a related field is highly desirable and may substitute for six months of the required experience. The successful candidate must have a valid California driver's license.

**SELECTION PROCESS:** Application materials will be reviewed and screened using in part the criteria outlined in this announcement. Applicants demonstrating they most clearly meet the needs of the position will be invited to participate in the interview process, to be held on Thursday, **August 10, 2006**, that will be weighted 100 percent. A written or practical test may be administered as part of the process. Employment offers are contingent on successful completion of a pre-employment physical exam and drug screen.

**APPLICATION: Completed application form and resume must be received by 1:00 p.m. Friday, August 4, 2006. POSTMARKS NOT ACCEPTABLE.** Applications must be obtained from and returned to the City of Pleasant Hill Human Resources Department, 100 Gregory Lane, Pleasant Hill, CA 94523 or by calling (925) 671-5279. Applications may be downloaded from the City's website at [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us)  
**RESUMES NOT ACCEPTED IN LIEU OF CITY APPLICATION.**

**IMMIGRATION REFORM AND CONTROL ACT:** To comply with the Immigration and Reform and Control Act, all new employees will be required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

**EQUAL OPPORTUNITY EMPLOYER:** In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the examination process, please provide the Human Resources Department with advance notice and every attempt will be made to consider your request.

**BENEFITS:** The successful candidate will enjoy a very attractive benefit package, including:

- Vacation: Earned one day a month for the first three years.
- Sick Leave: Earned one day a month, no maximum accrual.
- Holidays: Thirteen (13) per year plus one personal leave day.
- Health Insurance: City pays 100% of premium for medical coverage under either Kaiser or Health Net for employee and dependents.
- Vision Care: City-paid vision plan (VSP).
- Dental Coverage: City-paid \$1,500 maximum per family member annually.
- Life Insurance: City pays group life insurance for \$50,000 coverage.
- 401(a): Employees contribute 4% of monthly salary with the City matching the contribution.
- ICMA 457 Deferred Compensation: Available to all employees.
- Long-Term Disability: City-paid coverage providing 2/3 of salary after 30-day elimination period (City does not participate in State Disability Insurance (SDI)).
- Medicare: All new employees are required to contribute 1.45% of payroll to Medicare with employer match (City does not participate in Social Security).
- Retirement Plan: PERS 2% @ 55. City pays both employer and employee share.
- Probation Period: Six (6) months for all employees starting at Step A. Employees starting at a higher step have a twelve (12) month probationary period.
- Educational Incentive: Compensation for units; reimbursement for books, tuition and technology upgrades for classes taken toward an approved degree program or job related class. Maximum allowable is \$2,000 per calendar year.
- IRC 125 Flexible Benefit Plan: Dependent care and out-of-pocket medical costs may be paid on pre-tax basis

***Disclaimer – No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.***